

Class of 2012 Leadership Team Positions and Descriptions

Becoming a member of the 2012 Leadership Team is one of the greatest honors a student at Virginia Tech can receive. Listed below you will find each position the Class of 2012 Officers are looking for, along with detailed descriptions of the responsibilities and expectations for each position.

NOTE: All 2012 Leadership Team Members are expected to abide by the following guidelines subject to change at the 2012 Officers' discretion:

- Represent the Class of 2012 in an extraordinarily professional and responsible manner – both in and out of the formal Leadership Team environment – while constantly demonstrating a passion for Virginia Tech, the Class of 2012, and the traditional values of our University.
- Ensure that there is absolutely no truancy at any meetings. There will be mandatory Leadership Team meetings as well as individual Committee meetings. Additionally, on special occasions, 2012 Officers may request the presence of a Committee Member at an Officers meeting.
- Apply versatile skills to all aspects of the Leadership Team. This includes but is not limited to being exceptionally well organized when providing input in planning (if requested by 2012 Officers), and demonstrating excellent time management skills while participating in the execution of all 2012 events.
- Put forth maximum effort to gain experience and develop a strong relationship with 2010, 2011, and 2013 Leadership Teams by:
 1. Cooperating with and learning from older Leadership Team members
 2. Assisting in the planning of events put on by other classes
 3. Serving as a resource for future members interested in your position

Ring Design Committee

NOTE: This Committee is comprised of the 2012 President, Male Member at Large, Female Member at Large, Cadet Member at Large, Ring Dance Chair, Ring Design Chair, and two Ring Design Committee Members.

The **Ring Design Chair** is expected to guide the Committee Members through the design process and ensure meetings are run smoothly and productively.

Both the Ring Design Chair and **two Ring Design Committee Members** are expected to be knowledgeable of the Ring Design Tradition. They are also responsible for selecting the Ring Namesake Collection, designing the Class of 2012's ring, working closely and serving as a confidential liaison to Balfour (the ring company), and designing/distributing all marketing/promotional materials.

Ring Dance Committee

The **Ring Dance Chair** is a member of both the Ring Dance Committee and the Ring Design Committee. Ring Dance Chair begins planning for the Class of 2012 Ring Banquet & Dance early sophomore year, and assists the class of 2011's Ring Banquet & Dance later sophomore year. Also, the Ring Dance Chair is responsible for coordinating the following chairs:

- The **Banquet Chair** is in charge of all logistics of the Banquet included but not limited to, creating a theme, designing the floor plan, booking a caterer, choosing a menu, and specializing the VIP room.
- The **Cadet Dress and Sabre Chair** must be a member of the Corps of Cadets and is in charge of coordinating the Ring Figure, the pig and its release, the midnight fireworks on the Drillfield, and the silver taps. The Cadet Dress and Saber Chair is also responsible for operating the "Skipper" Cannon after Ring Premiere and Ring Dance.
- The **Decorations Chair** provides a lay out for all decorations, orders all decorations needed according to the selected color scheme, creates the balloon arrangement and coordinates balloon drop, and ensures an overall consistency of vision throughout the Dance.
- The **Construction Chair** is responsible for preparing the structural layout and planning materials, and ensuring decorations/machinery are feasible and in compliance with safety regulations.
- The **Entertainment Chair** decides on entertainment for the Banquet, selects the DJ for the Dance, identifies singers for Moonlight and VPI for Dance, and works with Banquet Chair to ensure appropriate food for all entertainment is present.
- The **Accessories Chair** creates the information board explaining Ring Tradition and Theme, selects the motif, coordinates centerpieces, assists in designing and approving imprint on ribbons, creates memory book, orders tassels, Coordinates flowers for each woman leaving the dance, orders corsages and boutonnieres for VIP's, orders flowers/table runners/decorations for VIP room, designs and orders t-shirts.
- The **Photography and Invitations Chair** designs and coordinate mailing of invitations, decides on the photographer, develops a photo-taking plan for guests, coordinates a pre-dance photo test with photographer, and designs a location for pictures to be taken.
- The **Guest Relations Chair** works with Advisors to select list of VIP's, ensures invites are delivered to VIP's, creates electronic invitations, makes nametags for VIP's and Executive Committee Members, organizes VIP room, coordinates coat

check and ticket-taking, distributes and collects RSVP's, and helps with ticket sales and distribution.

Leadership Committee

The **Elections Chair** is responsible for coordinating all aspects of: elections for the succeeding class, Election Day polls, information sessions and candidates' meetings, election policies, infraction hearings for candidates accused of a violation, and means of advertisement.

The **two Marketing Chairs** are responsible for publicizing all class activities, working closely with class officers and committees in publicizing all events, maintaining all A-frames and banners affiliated with the Class of 2012, and ordering t-shirts for Ring Dance.

The **two Special Events Chairs** are responsible for planning and organizing special events for the class (including Kick-Off Concert and Grad Bash), and implement any events that the Class of 2012 officers would like to initiate, such as small-scale class gatherings, forums, and retreats.

The **Website Chair** maintains respective Class website, follows proper guidelines instructed by the Alumni Association, and works closely with all of the class officers and committee chairs to post information about the class programs.